

Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management (Official Form B23)

*******These instructions do not cover the filing of the Pre-Petition Credit Counseling Certificate. Refer to separate instructions so titled.**

*****The Certification of Financial Management Instructional Course (Form B23) does not require a cover sheet, cover letter or any other documentation to be included in the PDF to be filed on the court's docket. If, however, the course provider furnished a document attesting to the completion of the personal financial management instructional course, a copy of that document may be included in the PDF.

*****The Certification of Financial Management Instructional Course (Form B23) must not be made part of any other filing -- including the Voluntary Petition or the Pre-Petition Credit Counseling Certificate -- and must be filed separately using the instructions below.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF Main Menu. (See Figure 1)



Figure 1

STEP 2 The **BANKRUPTCY EVENTS** screen displays. (See Figure 2)



Figure 2

- ◆ Click the Other hyperlink.

STEP 3 Enter the case number in YY-NNNNN format in the **Case Number** screen and click **NEXT**. (See Figure 3)

The screenshot shows the ECF interface for the "Case Number" screen. The header is identical to Figure 2. The main content area is light blue and titled "Miscellaneous". Below the title is a section labeled "Case Number" with a text input field containing "05-10032". To the right of the input field is a hint text: "99-12345, 1-99-bk-12345 or 1-99-bk-12345". At the bottom of the section are two buttons: "Next" and "Clear".

Figure 3

STEP 4 The **DOCUMENT SELECTION** screen is displayed. (See Figure 4)



Figure 4

- ◆ Scroll the box and select **Financial Management Course**.

NOTE: To locate your event quickly, type the first letter of the entry (**F** for Financial) and the highlight bar will immediately select the first event beginning with F.

- ◆ Click **NEXT**.

STEP 5 The attorney **JOINT FILING** screen will then be displayed. (See Figure 5)



Figure 5

- ◆ This screen is used only if another attorney is joining in a filing. If you are the only attorney filing this document, skip this screen.
- ◆ Click **NEXT**.

- STEP 6** The **PARTY SELECTION** screen will be presented listing all the participants presently on this case. (See Figure 6)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Miscellaneous:
05-10032-reg Rhonda Stanley

Select the Party:

Allin, Kathleen [Trustee] (T)
Boyer, R. David [Trustee]
Gargula, Nancy J. [U.S. Trustee]
Stanley, Rhonda [Debtor]

[Add/Create New Party](#)

(T) indicates a terminated party

Next Clear

Figure 6

- ◆ Locate and select the debtor(s) in the **Party Selection** window. Click **NEXT** to continue.

- STEP 7** The **PDF DOCUMENT SELECTION** screen displays. (See Figure 7a)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Miscellaneous:
05-10032-reg Rhonda Stanley

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
 Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

Figure 7a

- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 7b)

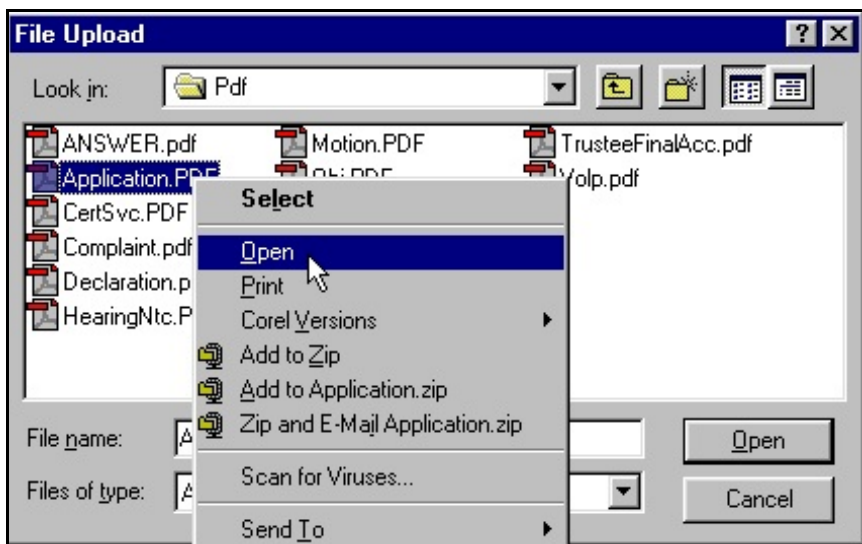


Figure 7b

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click **Open** on the **FILE UPLOAD** dialogue box. (See Figure 7c)

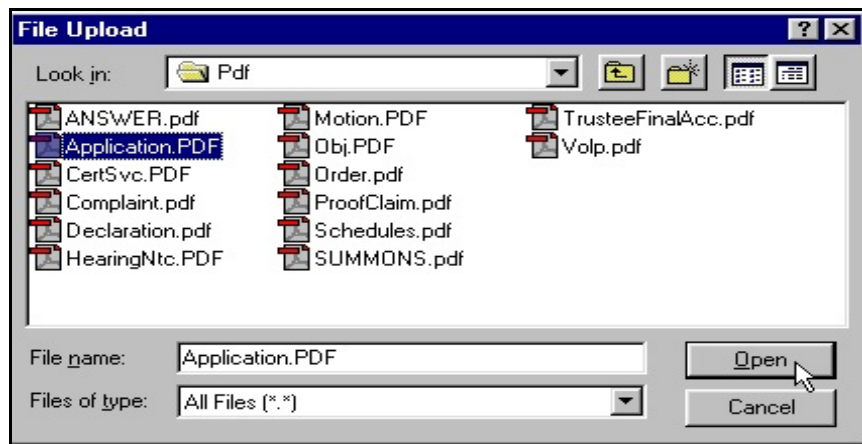


Figure 7c

- ◆ Click **NEXT**.

- STEP 8** The **Certificate of Service** screen will display with a text box to indicate whether the certificate is being filed with or without certificate of service. (See Figure 8)



Figure 8

- ◆ Insert the appropriate response (“With” or “Without”) and click **NEXT** to continue.

- STEP 9** The **Modify Text** screen will display. (See Figure 9)



Figure 9

- ◆ An empty text box is presented for use if additional wording is necessary. This filing does not require additional text for entering on the court's docket. Click **NEXT** to continue.

STEP 10 The **Final Docket Text** screen will appear. (See Figure 10)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Miscellaneous:

[05-10032-reg Rhonda Stanley](#)

Docket Text: Final Text

Financial Management Course Certificate Filed by Debtor Rhonda Stanley (Miller, William)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure 10

◆ Verify the final docket text. Read the warning message and proceed.

- ◆ If correct, click **NEXT**.
- ◆ If the final docket text is incorrect:
 - Click the browser **Back** button to find the errors(s) and proceed with the event.
 - To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 11 The **Notice of Electronic Filing** screen displays. (See Figure 11)

	Bankruptcy	Adversary	Query	Reports	Utilities	Logout
U.S. Bankruptcy Court						
Northern District of Indiana (Test Database)						
Notice of Electronic Filing						
The following transaction was received from Miller, William entered on 2/6/2006 at 10:54 AM CST and filed on 2/6/2006						
Case Name: Rhonda Stanley						
Case Number: 05-10032-reg						
Document Number: 28						
Docket Text:						
Financial Management Course Certificate Filed by Debtor Rhonda Stanley (Miller, William)						
The following document(s) are associated with this transaction:						
Document description: Main Document						
Original filename: G:\generic pleading.pdf						
Electronic document Stamp:						
[STAMP bkecfStamp_ID=1006806559 [Date=2/6/2006] [FileNumber=53446-0] [0adde424ec74d23956a7207fc31de6bde95f4ed76624accc5824241a4ef8218f2b8f57f5ceb95b6cc8209f29863644766310073ae3545d431612457e75675aab]]						
05-10032-reg Notice will be electronically mailed to:						
R. David Boyer rms@hbbwlaw.com,						
05-10032-reg Notice will not be electronically mailed to:						
Steven J. Glaser 116 E. Berry, Suite 1900 Fort Wayne, IN 46802						
William Miller 123 S. Main Street PO Box 200 South Bend, IN 46601						

Figure 11

